



**TOWN OF ACTON  
DESIGN REVIEW BOARD  
MINUTES OF SEPTEMBER 19, 2012 MEETING**

7:30 p.m.  
Room 121, Town Hall

NEXT COMMITTEE MEETING:                      Wednesday, October 3, 2012  
   Acton Town Hall, Rm 126, 7:30 p.m.

**Present:** Holly Ben-Joseph (Chair), David Honn, Conor Nagle, Peter Darlow, Kim Montella (Planning Board Liason), David Clough (BOS Liason)

The meeting was called to order at 7:35 pm.

**Post Office Square**

The committee met with Philip Singleton and Danielle Singleton, proponents of an 12 unit single family residential development proposed for property across from the Acton Post Office that is a friendly 40B proposal. Information was presented on the overall layout of the project site as well as of the types and styles of the proposed individual house designs. Members of the board asked questions to better understand the development intent and offered general thoughts on possible site development approaches to minimize pavement, to improve the quantity of natural surfaces, to reduce the quantity of proposed retaining walls. The individual house designs were generally thought to be consistent with the town's design guidelines, though the organization of some of the house styles was thought to be incongruous with the natural topography of the property. Board members reinforced some thoughts on offering a variety of finishes and details for the house exteriors and on an appropriate scale for the exterior porches. In general the board was pleased with the overall look and feel of the houses, how they related to the street by placing the parking to the rear and porches to the front, and by the variety of house styles offered. The Singleton's appreciated the input of the board and have offered to return at a later date with their architect and civil engineer to discuss the project in more detail.

**Action Items:**

Holly will prepare a memo of recommendations concerning Post Office Square to the BOS.

David Honn suggested the DRB consider approaching the town engineer regarding elimination of the unused portions of a former traffic circle adjacent to the Post Office Square development as a means to provide additional buffer to the project.

**Previous Meetings:**

No meeting minutes were presented for review.

**New Business:**

David Clough alerted the board that designs for a proposed CVS development on Main Street adjacent to the recently constructed TD Bank branch are in early development. CVS has been working with the town planning staff on concepts for this site and will be coming to the BOS with a proposal in the future.

The meeting adjourned at 9:10 pm.

Respectfully Submitted by:  
Peter Darlow